



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
HIGHWAY PATROL CAPTAIN	44*	A	11.102

Under administrative direction of the Chief of the Highway Patrol or a Highway Patrol Major, in a management capacity, is responsible for planning, directing and controlling either a Highway Patrol Region for the purpose of law enforcement; or the General Services Bureau sections of automation, training and support services; or the Field Operations Bureau Sections of Dignitary Services, Hazard Material Transportation and Response Statewide Programs; or the Office of the Chief.

Captains are rotated between three Highway Patrol Regions, the General Services Bureau, the Field Operations Bureau-Headquarters Office or the Office of the Chief as the Chief of the Highway Patrol may direct. The following tasks are common to all Captains.

Supervise commissioned and non-commissioned personnel to ensure the law enforcement and support activities are performed efficiently and effectively. Supervision includes: (1) assigning work, approving shift schedules, directing personnel deployment, and scheduling and/or approving scheduled overtime; (2) ensuring compliance with laws, rules, regulations, policies and procedures, reviewing and approving submitted forms and reports, and conducting staff meetings; (3) identifying individual and/or group training needs, approving training recommendations submitted by subordinate supervisors, and instructing subordinate staff in existing or new methods and practices; (4) conducting scheduled and unscheduled inspections of staff performance and appearance, evaluating and preparing performance appraisal reports, reviewing appraisal reports prepared by subordinate supervisors, and initiating and/or reviewing recommendations submitted by subordinate supervisors for disciplinary actions and/or commendation/awards, and providing counseling and guidance. Supervisory tasks are subject to unscheduled inspections and reviews by superior officers. Work performance appraisals and recommendations for disciplinary actions and/or commendations/awards are reviewed by the Bureau Commander (Major) and/or the Chief for completeness and appropriateness.

Perform the statutory duties of a law enforcement officer of the Nevada Highway Patrol as required, which includes, but is not limited to enforcing traffic laws, arresting individuals, investigating traffic accidents, assisting the motoring public; and testifying in courts of law.

Perform related duties as assigned.

Region Field Operations: Under administrative direction of the Field Operations Bureau Major, oversee a Highway Patrol Region; plan, organize, direct and control the programs within the Region; serve as the immediate supervisor of subordinate Region supervisors.

Perform patrol, enforcement and investigative duties as directed or determined necessary, such as; investigating vehicle accidents involving personnel, investigating traffic accidents occurring on highways within the Highway Patrol's jurisdiction, investigating crimes occurring along or adjacent to the jurisdictional highways, enforcing traffic laws, issuing traffic citations, making arrests, filing for arrest warrants, testifying in court, assisting motorists and other members of the public, providing emergency care to injured persons, and assuming command in emergency situations. The patrol, enforcement and investigative duties are performed to carry out the statutory mission of the Highway Patrol. These duties are performed within peace officer authority and division rules and regulations using techniques and skills acquired as a certified peace officer. The patrol, enforcement and investigative duties are typically reviewed through follow-up reports by senior officers for information and propriety of action, or as a result of complaints being registered.

* Reflects a 1-grade, special salary adjustment authorized by the 2001 Legislature to improve recruitment and retention.

Develop regional goals, objectives, long-range plans and programs to ensure the region can carry out the Highway Patrol's mission. The goals, objectives, long-range plans and programs are developed taking into consideration identified areas of law enforcement problems or concerns, projected trends relative to and affecting the Highway Patrol's mission, impact statements affecting all divisional resources, budget restraints, political factors, established laws and divisional goals and objectives. Regional goals, objectives, long-range plans, and programs are reviewed by the Field Operations Bureau Commander for consistency with overall Bureau/Division goals and objectives and compliance with established laws, rules and regulations.

Coordinate and supervise the development of the region's biennial budget requests and justification to ensure the region's law enforcement and support activities can be carried out; train subordinate supervisors in budget preparation and processes; disseminate budget instructions, guidelines and directives; develop, or direct the Region Administrative Services Lieutenant in preparation of standardized request formats; and monitor the development stages of the budget, coordinate requests and justification common to more than one area or section to ensure against duplication of effort or requests, and prioritizing the requests. The coordinating and monitoring tasks are performed within guidelines and time frames set by the Bureau of Field Operations Major and with consideration of resources needed to accomplish established goals and objectives, programs and work plans.

Monitor budget expenditures to ensure the region stays within the approved budgetary allocations by assessing the effects of current and projected expenditures on fiscal allowances and constraints; directing the development of fiscal reporting forms and procedures; reviewing monthly expenditure and encumbrance reports; and resolving problems where excessive costs or questionable expenditure patterns exist that affect the regional goals, objectives and approved work plans.

Identify the need for and develop or direct the development of revised or new policies and procedures to direct, govern, and control the personnel and activities of the region; interpret existing policies and procedures and use established laws and divisional goals and objectives to assume full compliance and ensure against duplication.

Prepare contingency plans for emergency operations such as natural disasters, prison disturbances, traffic accidents involving hazardous materials, civil disturbances, natural disasters, and roadblock operations to prevent or minimize loss or injury to people and property. Contingency plans will include such procedural considerations as liaison with other law enforcement and public safety agencies, command structure and authority, staffing and deployment, communications, logistics and implementation of the operation.

General Services Bureau: Under administrative direction of the General Services Bureau Major, oversee the Bureau's sections; plan, organize, direct and control the programs within the Bureau; serve as the immediate supervisor of subordinate section supervisors.

Develop divisional manuals and direct and approve revisions as necessary to ensure that all law enforcement support activities are standardized; develop, maintain and revise manuals by considering directives from the Chief, input from the field, and existing or new laws. The manuals are subject to review by the Chief for conformance to directives and laws.

Oversee the statewide programs of training, fleet management, the Management Information System, the computer aided dispatch system, the Nevada Criminal Justice Information System, and the Nevada Criminal History Records Repository. These areas are centralized to ensure consistency and control over aspects that affect statewide law enforcement and support activities.

Provide supervision and direction to the General Services Bureau Training Section, the Hazardous Materials Permit Office and the Federal Projects Office by reviewing reports which include staff planning, budget status and operations to ensure that training goals, legislative mandates and federal agency guidelines are met.

Direct and/or conduct research, studies and surveys on issues or matters affecting the Highway Patrol to ensure the division is current on law enforcement matters and trends. Issues include matters dealing with the Highway Patrol's administration, mission, function and personnel. Directing and/or conducting the research,

studies and surveys entails determining the fact finding methodology to use and defining the purpose of the research. A research, study or survey report is prepared with the facts and findings and a recommendation is made.

Office of the Chief: Under administrative direction of the Chief, Nevada Highway Patrol, plan, organize, direct and control the office of the Chief; inspect and audit all aspects of the Highway Patrol's operations to ensure compliance; direct and manage the function of internal affairs; provide personnel services to the Division; direct public affairs; direct the Planning and Research Section.

Provide, through the utilization of comprehensive knowledge, interpretation of laws, policies, procedures, orders and manuals governing the Nevada Highway Patrol; review, update and publish the Highway Patrol procedure manual as necessary.

Conduct inspections into all aspects of the Highway Patrol on a statewide basis to ensure its lawful, proper and efficient operations and activities; prepare inspection reports of all findings and recommendations for corrective action and submit report to the Chief.

Direct the function of internal affairs as applied to alleged violations of federal, State, Department or Division laws, rules or regulations, by any member of the Nevada Highway Patrol; conduct formal investigations which may include holding hearings, taking formal statements, collecting and preserving evidence, obtaining polygraph examinations, coordinating investigative activities with other law enforcement agencies to determine the truth of the allegations; preparing findings of fact and submitting findings report and recommendations to the Chief. Set up Division trial boards to review instances of shootings or other matters as appropriate; participate as a trial board member at the direction of the Chief; develop or review the development of findings of fact by the trial board and submit findings to the Chief along with disposition recommendations; review the findings of fact developed by accident review boards and submit recommendations for disposition to the Chief.

Function as the Division's Personnel Officer; provide guidance and direction in the selection, training, discipline, transfer, promotion and termination of all employees within the Highway Patrol, subject to exception by the Chief; review for disposition all grievances; ensure work performance standards and position descriptions are accurate and conform to the provisions of the State and the Department.

Coordinate and manage public affairs for the Highway Patrol to ensure the proper and desired image is projected; prepare all division news releases as requested by the Chief; provide information and grant interviews to the news media or the public as provided by procedure; speak to civic groups or organizations as a representative of the Division or the Chief.

Field Operations Bureau-Headquarters Office: Under administrative direction of the Field Operations Bureau Major, plan, organize, direct and control assigned functions and programs; provide for budgeting, staffing and direct management of the Bureau's Headquarters Office.

Represent the Division's interest in groups, hearings and meetings by coordinating Division participation in the National Combined Accident Reduction Effort; developing fiscal goals for the federally-funded Motor Carrier Safety Assistance Program; developing the Division's fiscal goals in coordination with the Nevada Department of Transportation for the size and weight enforcement plan; assessing current status and identifying priorities for equipment, training and staffing of the Division's Accident Reconstruction Program; and overseeing Division participation in the Nevada Incident Command System task force for emergency management to ensure the Division is actively involved in law enforcement and public safety issues and programs.

Review legislative proposals by conducting research and studies supportive of legislative proposals; preparing draft legislative proposals; monitoring status and progress of selected legislation; and testifying before committees to ensure that legislative proposals are understood and addressed.

Develop Bureau public relations activities by preparing news releases for the Chief, the Bureau Major or their designees; developing public information bulletins on new laws, regulations and other topics of importance to citizens; and participating in or coordinating media interviews to ensure that disseminated information is consistent with Department and Division policies and procedures.

Formulate plans for events, incidents and operations which require assistance and support from Division Headquarters or Regions by ensuring the plans identify command, staffing, deployment, communications, areas of responsibility and logistics to ensure that plans are carried out successfully.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL NOTES AND REQUIREMENTS:

- * Pursuant to NRS 284.4066, all positions in this class have been identified as affecting public safety. Persons offered employment in this class must first submit to a pre-employment screening test for controlled substances.
- * Applicants must meet current Peace Officer Standards & Training (P.O.S.T.) requirements as established in the Nevada Revised Statutes and Nevada Administrative Code.
- * Applicants must possess a valid driver's license at the time of appointment.

EDUCATION AND EXPERIENCE: Graduation from an accredited college or university in criminal justice, public administration, business administration or other closely related field and one year of experience as a Nevada Highway Patrol Lieutenant; **OR** graduation from high school or equivalent education and two years of experience as a Nevada Highway Patrol Lieutenant. *(See Special Notes and Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Knowledge of: the Motor Vehicle criminal laws of the State of Nevada affecting the licensing and operation of vehicles, the laws of arrest, the rules of evidence, the legal rights of citizens and the criminal justice system's practices and procedures as needed to supervise commissioned personnel, monitor the patrol and enforcement activities in a region, and perform enforcement and investigative assignments; supervisory principles, practices and procedures as applied to supervising commissioned and non-commissioned personnel carrying out law enforcement and support activities; the use and care of firearms, patrol vehicles, and radio communication and other assigned equipment as needed to perform the enforcement and investigative assignments and to develop regional or divisional budgetary equipment requests and justifications; the regional and/or divisional budget processes, policies, procedures, and operating accounts as applied to directing the development of a regional budget, preparing the divisional budget and monitoring the regional or divisional budget expenditures; personnel principles and practices as needed to oversee personnel activities to include processing the paperwork, reviewing employee developmental reports, disciplinary action and commendation/award recommendations, and developing and maintaining divisional personnel manuals; investigative techniques and practices as needed to investigate traffic accidents, crimes, and to assign and review internal affairs investigations; the Highway Patrol mission as needed to assist in the development of regional goals and objectives and direct special project development and funding; management principles and practices as needed to develop operating procedures, assist in the development of divisional or regional goals, objectives, and policies, and to develop budget requests and justifications. **Ability to:** interpret laws, rules, regulations, policies and procedures as needed to coordinate law enforcement and/or support activities, achieve uniform and effective application of same, supervise commissioned and non-commissioned personnel, perform enforcement and investigative assignments, assist in the development of regional goals and objectives, and to develop policies and procedures; communicate verbally and in writing as needed to supervise and disseminate information, to complete a variety of reports and correspondence regarding the law enforcement, support, and special program/project activities, and to develop the division's manuals; analyze existing or potential emergency situations as applied to preparing or supervising the preparation of

MINIMUM QUALIFICATIONS (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd):

contingency plans for emergency operations; establish and maintain cooperative liaisons and relationships with the public, other law enforcement agencies, members of the judicial system and other state or federal agency personnel contacted while performing the work assignments.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Knowledge of: the region's jurisdictional patrol area or the General Services Bureau as needed to effectively oversee the law enforcement and/or support activities of the total responsible area or program; Highway Patrol goals and objectives and state and legislative budget processes in order to develop policies and procedures, and prepare feasible budget requests and justifications to provide necessary control and resources to accomplish assigned activities. **Ability to:** apply management concepts as needed to conduct and interpret research on issues or matters affecting current and future aspects of the Highway Patrol's overall law enforcement and budgeting activities; and to interpret and convert findings into viable proposals for solution; apply management practices and principles as needed to supervise and control the administrative and functional activities.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

11.102

ESTABLISHED: 6/29/73
REVISED: 5/28/76
REVISED: 8/15/78-3
REVISED: 10/24/80
REVISED: 3/25/81-3
REVISED: 5/7/82-3
REVISED: 11/10/83R
12/7/84PC
REVISED: 4/11/86-3
REVISED: 7/18/86
REVISED: 1/30/87-3
REVISED: 8/6/87-3
REVISED: 8/19/88-3
REVISED: 6/9/89-3
REVISED: 7/1/89LG
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REVISED: 3/29/01UC
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